

<p align="center">Notice to Vendors This is Not An Order It is Merely A Request For Prices</p>		<p>Bossier Parish Community College Bossier City, Louisiana 318/678-6290 REQUEST FOR QUOTATION</p> <hr/> <p align="center">Department _____</p>		<p>Date and Time by Which Quotation Must be Returned February 2, 2010 @ 2:00 P.M.,CST</p>		<p>DATE 1/26/2010</p>	
<p>Name and Address of Vendor(Firm or Individual)</p> <p>Vendor Federal I.D. # _____</p> <p>PURCHASE REQUISITION NOS. _____ P.O.NO. _____</p>				<p>TO THE VENDTOR: To be returned on or before date specified above to: Bossier Parish Community College Purchasing Office 6220 East Texas Street Bossier City, LA 71111</p> <p>DATE DELIVERY REQUIRED: PLEASE STATE DELIVERY DATE BELOW.</p> <p>NOTE: WE RESERVE THE RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS, AND WAIVE INFORMALITIES.</p> <p>Bid Number: 40003-10133</p>			
ITEM NO.	QUANTITY	UNIT of MEASURE	COMMODITY	UNIT PRICE	AMOUNT		
		<p align="center">PLEASE SUBMIT YOUR BID AS PER THE ATTACHED <u>For Request for Quotations \$25,000 or less</u> you may FAX your quote to 318/678-6402 or you can MAIL or DELIVER your quote to Bossier Parish Community College, 6220 East Texas Street, Bossier City, LA 71111. Bids <u>over \$25,000 must</u> be submitted in a sealed envelope with the bid number and the date due conspicuously posted on the front of the envelope.</p> <p align="center">THIS COVER SHEET MUST BE RETURNED WITH FIRM NAME, SIGNATURE, TITLE, AND DATE SUBMITTED IN ORDER TO BE CONSIDERED</p> <p align="center">BPCC IS AN EQUAL OPPORTUNITY COLLEGE</p> <p align="center">FOR QUESTIONS REGARDING THIS BID CONTACT BPCC PURCHASING AT 318-678-6290 PLEASE RETURN ON (1) SET OF SPECIFICATIONS. BIDS OR QUOTATIONS MAY BE CONSIDERED FOR ALL OR PART OF TOTAL QUANTITIES. PRICES QUOTED MUST BE FIRM AND FREE OF ANY ESCALATOR CLAUSE</p>					
<p>NOTICE: We have no facilities for furnishing abstracts of bids; a complete record of all bids is kept on file in this office subject to the inspections of any citizen. Every courtesy will be afforded any citizen who is interested in investigating for any purpose the record of State Purchases.</p>				<p align="right">TOTAL</p>			
<p>THE VENDTOR: Furnish Delivery on Above as follows:</p>		<p>Your Terms Are:</p>		<p align="center">THIS QUOTATION IS SUBMITTED BY</p> <p>Name of Vendor _____ Signature_____ Telephone # _____ Title _____ DATE SUBMITTED _____</p>			

INSTRUCTIONS TO BIDDERS

1. Bid Forms

All written bids, unless otherwise provided for, must be submitted on, and in accordance with, forms provided, properly signed. Bids submitted in the following manner will not be accepted:

1. Bid contains no signature indicating intent to be bound;
2. Bid filled out in pencil; and
3. Bid not submitted on the state's standard forms.

Bids must be received at the address specified in the Invitation for Bids prior to bid opening time in order to be considered. Any bid received after bid opening time will be retained in bid file unopened. Telegraphic and fax alterations to bids received before bid opening time will be considered provided formal bid and written alteration have been received and time-stamped before bid opening time.

2. Special Envelope (for Sealed Bids)

Ensure consideration, all sealed bids should be submitted in the special bid envelope if furnished for that purpose. In the event bid contains bulky subject material, the special bid envelope should be firmly affixed to the mailing envelope.

3. Prices

The bidder must state the prices (written in ink, in figures) for which he proposes to furnish each item and shall show the total extended amount for each based on the quantities shown. In case, however, of conflict between the unit price and the extended amount, the unit price shall govern. Unit prices should be inclusive of any freight charges.

4. F.O.B.

Bid should be FOB Destination/Agency, title passing upon acceptance of merchandise. Failure to comply with this requirement may disqualify your bid.

5. Standard of Quality

Any product or service bid shall conform to all applicable Federal and State laws and regulations and the specifications contained in the IFB. Unless otherwise specified in the IFB, any manufacturer's name, trade name, brand name, or catalog number used in the specifications is for the purpose of describing the quality level and characteristic required. Bidder must specify the brand and model number of the product offered in his bid. Bids not specifying brand and model number shall be considered as offering the exact products specified in the IFB.

6. Descriptive Information

Bidders proposing an equivalent brand or model should submit with the bid information (such as illustrations, descriptive literature, technical data) sufficient for BPCC Purchasing to evaluate quality, suitability, and compliance with the specifications in the IFB. Failure to submit descriptive information may cause bid to be rejected. Any change made to a manufacturer's published specifications submitted for a product shall be verifiable by the manufacturer. If item(s) bid do not fully comply with specifications (including brand and/or product number), bidder must state in what respect the item(s) deviate. Failure to note exceptions on the bid form will not relieve the successful bidder(s) from supplying the actual products requested.

MANUFACTURER'S NUMBERS AND TRADE NAMES

Where manufacturer's product is named or specified, it is understood that "or equal" shall apply, whether stated or not. Such name and number is meant to establish the standard, type, quality, style, etc. Bossier Parish Community College shall be the sole judge as to whether or not the equipment offered is equal to that specified.

7. Bid Opening

Bidders may attend the bid opening, but no information or opinions concerning the ultimate contract award will be given at the bid opening or during the evaluation process. Bids may be examined 72 hours after request is made. Information pertaining to completed files may be secured by visiting Bossier Parish Community College Purchasing during normal working hours. Written bid tabulations will not be furnished.

8. Award

Award will be made to the lowest responsible bidder, taking into consideration the quality of the products to be supplied, their conformity with specifications, the purposes for which they are required, and the time for delivery. Bossier Parish Community College reserves the right to award items separately, grouped or on an all-or-none basis and to reject any or all bids and waive any informalities.

9. Purchase Order

If any bid or bids are accepted, an initial purchase order or orders for the entire number of units or part thereof, will be issued not later than thirty (30) days after receipt of bids by the Owner to the lowest bidder offering products which, in the opinion of the College, meet the requirements of these specifications. Any orders resulting from this bid may be cancelled with 30 day written notice.

10. Conditions of Purchase Orders

We will not in any manner be responsible for goods delivered or work done for our account without a written order. No allowance for boxing or crating. If you cannot fill order as directed, return for advice. Quantities in excess of the order may be returned or held subject to shipper's order, expense and risk. By accepting the order you hereby warrant that the merchandise to be furnished hereunder will be in full conformity with the specifications, drawing or sample and agree that this warrant shall survive acceptance of the merchandise and that you will bear the cost of inspecting merchandise rejected.

11. Inspection and Acceptance

Upon delivery of each item to the Agency, inspection of the item will be made by Bossier Parish Community College, or their representative, at the point of delivery, or in special cases, at point of origin. Acceptance of the item will be made after inspection determines that all requirements of the specifications and the proposal have been met.

12. Reject:

All rejected goods will be at seller's risk and expense, subject to seller's prompt advice as to disposition. Unless otherwise arranged all rejected goods will be returned and charged back including all transportation and handling cost. All packages must reflect the BPCC purchase order number or it will be refused and returned at vendor's expense.

13. Payment Terms

Cash discounts for less than 30 days or less than 1% or greater than 5% will be accepted, but will not be considered in determining awards. On indefinite quantity terms contracts, cash discounts will be accepted and taken but will not be considered in determining awards. Bids containing "payment in advance" or "COD" requirements may be rejected. Payment is to be made within 30 days after receipt of properly executed invoice or delivery, whichever is later. Invoices shall be submitted to: Bossier Parish Community College, Accounts Payable Section, 6220 East Texas Street, Bossier City, Louisiana 71111. We must pay from ORIGINAL, ITEMIZED invoices as required by the State Legislative Auditor.

14. U.S. Taxpayer Identification Number

Enter your taxpayer identification number in the appropriate space on the Specifications and Bid Form Page. For individuals and sole proprietors, this is your social security number. For other entities, it is your employer identification number. **PAYMENT CANNOT BE PROCESSED WITHOUT YOUR TAX I.D. NUMBER.**

15. Taxes

The State is exempt from sales/use tax. Vendor is responsible for including all applicable taxes in the bid price.

16. New Products

Unless specifically called for in the IFB, all products for purchase must be new, never previously used, and the current model and/or packaging. No remanufactured, demonstrator, used or irregular product will be considered for purchase unless otherwise specified in the IFB. The manufacturer's standard warranty will apply unless otherwise specified in the IFB.

17. Contract Renewals

Upon Agreement of Bossier Parish Community College Purchasing and the contractor, an open-ended requirements contract may be extended for 2 additional 12-month periods at the same prices, terms and conditions. In such cases, the total contract term cannot exceed 36 months.

18. Contract Cancellation

Bossier Parish Community College reserves the right to cancel this contract with thirty (30) days written notice. Any orders resulting from this solicitation may be cancelled with thirty (30) day written notice.

19. Default of Contractor

Failure to deliver within the time specified in the bid will constitute a default and may cause cancellation of the contract. Where the Bossier Parish Community College Purchasing has determined the contractor to be in default, Bossier Parish Community College reserves the right to purchase any or all products or services covered by the contract on the open market and to charge the contractor with cost in excess of the contract price. Until such assessed charges have been paid, no subsequent bid from the defaulting contractor will be considered.

20. Davis Bacon Act

The Davis-Bacon Act, United States Code, Title 40, Chapter 3, Section 276 (a) requires all laborers and mechanics employed by contractors and subcontractors who work on construction projects financed by federal assistance to be paid wages not less than those established by the Secretary of Labor for the locality of the project when required by federal grant program legislation.

21. Order of Priority

In the event there is a conflict between the Instructions to Bidders or General Conditions and the Special Conditions, the Special Conditions shall govern.

22. Applicable Law

All contracts shall be construed in accordance with the laws of the State of Louisiana.

23. EEOC COMPLIANCE:

By submitting and signing this bid, bidder certifies that he agrees to adhere to the mandates dictated by Title VI and VII of the Civil Rights Act of 1964, as amended; The Vietnam Era Veterans' Readjustment Assistance Act of 1974; Section 503 of the Rehabilitation Act of 1973, Section 202 of Executive Order 11246, as amended; and The Americans with Disabilities Act of 1990. Bidder agrees to keep informed of any compliance with all federal, state and local laws, ordinances and regulations which affect his employees or prospective employees.

24. Standard Preference

- A. In accordance with Louisiana Revised Statutes 39:1595, a preference not to exceed 10% may be allowed for paper and paper products manufactured or converted in Louisiana of equal quality. For paper supplied in wrapped reams, each carton and each individual ream shall be clearly labeled with the name of the manufacturer or converter and the location within Louisiana where such paper is manufactured or converted. For paper and paper products supplied in bulk or in other forms, the smallest unit of packaging shall be clearly labeled with the name of the manufacturer or converter and the location within Louisiana where such paper or paper product is manufactured or converted.

Do you claim this preference? Yes _____ Specify Item Number(s) _____

Name and location within Louisiana where such paper or paper product is manufactured or converted _____

- B. A preference may be allowed for products manufactured, produced, grown, or assembled in Louisiana of equal quality.

Do you claim this preference? Yes _____ Specify Item Number(s) _____

Specify location within Louisiana where this product is manufactured, produced, grown or assembled _____

If so, do you certify that at least fifty percent (50%) of your Louisiana business workforce is comprised of Louisiana residents? Yes _____ No _____

(Note: If more space is required, include on separate sheet. Failure to specify above information may cause elimination from preferences).

25. Scope of Contract:

Furthermore submittal of any terms and conditions contrary to those of the State of Louisiana may cause your bid to be rejected. By signing this form terms and conditions which may be included in your bid are nullified, and contractor agrees that this contract shall be construed in accordance with and governed by the laws of the State of Louisiana.

(Members of firm or person authorized to sign bids for corporation)

BIDDERS MUST SIGN IN INK

IMPORTANT

Signature Authority: In Accordance with L.R.S. 39:1594 (Act 121) the person signing the bid must be:

1. A current corporate officer, partnership member or other individual specifically authorized to submit a bid as reflected in the appropriate records on file with the Secretary of State; or
2. An individual authorized to bind the vendor as reelected by an accompanying corporate resolution, certificate or affidavit; or
3. An individual listed on the State of Louisiana bidder's Application as authorized to execute bids. By signing the bid, the bidder certifies compliance with the above.

WE ARE AN EQUAL OPPORTUNITY COLLEGE.

BID FORM

Bossier Parish Community College

Promotional Supplies

Bid Number: 40003-10133

Bid Date: February 2, 2010 @ 2:00 P.M., CST

<u>Item</u>	<u>Description</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Extended Price</u>
1.	3x3 adhesive notepads Paper Color: White Imprint Area: 2 5/8" x 2 5/8" Imprint: 4-color process imprint BPCC Logo: Division of Accelerated Learning "Where Working Adults Come to Learn" 318-678-6050 Burgundy and Gold Imprint	1,000 each	_____	_____
2.	WideBody Refillable Pens Body: Burgundy Tips – Black Imprint – Silver Imprint Area: Barrel: 2 1/8" x 1" Imprint: 1 color imprint on barrel Imprint to Read: It's About You! Division of Accelerated Learning To Fast-Track Your Education Call 318-678-6050	600 each	_____	_____
4.	128 MB USB Curve Two color logo Red Trim Logo to Read: Accelerated Learning www.bpcc.edu/callstudents	343 each	_____	_____

5. Folding Briefcase Exhibit
18"H x 24"W x 2"D (closed)
18H x 48W (full size)
Rigid ABS exterior with recessed
PVC frame
Carrying case with
Shoulder strap
Angle cut or arched headers
Graphic Sizes (Velcro detachable on
Tempo fabric): 16.5H x 22.5W (center
Panel) and 16.5H x 10.5W (side panels) 1 each _____

6. Tri-highlighter, three highlighters in
One triangle shape highlighter.
Full color process imprinting on face
Durable epoxy doming
Yellow, green and pink highlighter tips
Size: 3 1/4" x 3 5/8"
4 color imprint color or four color process
Gold background with maroon imprint
Imprint to read:
It's About You! Division of Accelerated
Learning To Fast-track Your Education
Call 318-678-6050
BPCC logo in right bottom corner 250 each _____

7. BIC Grip3 or equal
Soft, 3-sided rubber grip, stylus tip
And polished chrome plated accents
Red Finish
Imprint Area: Barrel Screen: 1 1/2" x 3/4"
Opposite clip.
Barrel Laser: 1 1/2" x 5/16", 90 degrees to clip
Screen Imprint: 1 color on barrel
Packaging: Black velour sleeve
Logo to read:
Division of Accelerated Learning 99 each _____

8. Engraved Solis Pen by Bic
Or equal
Logo to Read:
Division of Accelerated Learning 100 each _____

9. Vertical Banner with frame and case
Approx. size: 25" x 75" 1 each _____
4 color banner

10. Highlighter with chisel tip for thin
Or wide marking. Soft rubber grip and
Removable cap. Size 5 ½”
Yellow pen, yellow ink
Black imprint:
BPCC logo
Imprint Size: 1” x 1 ¾” 1,000 each _____
11. Standard Size Clip/Stem Imprint
(4” overall imprint length)
Bookmark with clip style pen
Holder, 7 1/8” length x 1 ¼”W
Burgundy with Soft Metallic Gold
Imprint
Imprint: BPCC logo
Writing Across the Curriculum & Writing
Support Services
www.bpcc.edu/writingsupportservices
It’s About You! 1,000 each _____
Imprint Size: On clip 1” x 1”
On Stem – 1” x 2.5”
12. Round stress ball 2 ¾”
Imprint:
BPCC logo
Writing Across the Curriculum & Writing
Support Services
www.bpcc.edu/writingsupportservices
Imprint Size: 1” x 14” 1,000 each _____
Burgundy Ball with 1 color imprint
13. Self Stick Paper Pad
50 pages – Paper size: 3 ½” x 8 ½”
Note pad with 10pt. backer card and
50 lb white paper
Imprint in Black
Imprint to Read:
Need Help With A Writing Assignment?
Visit Writing Support Services in the Learning
Center or online www.bpcc.edu/writingsupportservices
318-678-6491 with a picture of the College faded
In the background with a blank writing area. 1,000 each _____
4 color process imprint

14. 3"x3" self stick pads
 Paper Color: White
 Imprint Area: 2 5/8" x 2 5/8" Full bleed
 Imprint: 4 color process
 Imprint:
 BPCC logo
 Writing Across the Curriculum & Writing
 Support Services. It's All About You!
 318-678-6059 in script font 2,000 each _____
15. 6"x8" mouse pad – white
 1/16" thick fabric surface
 Full bleed
 4 color process imprint on white
 Surface.
 Imprint:
 BPCC Logo
 Writing Across the Curriculum &
 Writing Support Services
www.bpcc.edu/writingsupportservices
 It's About You!
 BPCC logo as background with a
 Fountain pen writing the text in
 Script font. 100 each _____
16. Click pens – blue ink
 Power Blue with silver imprint
 Imprint: BPCC logo
 Writing Across the Curriculum &
 Writing Support Services
www.bpcc.edu/writingsupportservices.
 It's All About You!
 318-678-6059 1000 each _____
17. Magnetic Business Cards
 2 x 3 1/2
 4 color process
 Square Corners Imprint Area
 Full Bleed
 Text should remain within
 17/8" x 3 3/8"
 Imprint: 4 color process on a white surface
 Imprint to Read:
 Tutoring Services/Writing Support Services
 In the Learning Center/Math, English, Science/
 Hours: 8AM-8PM Monday – Thursday/
 8 AM-4:30PM Friday/318-678-6059 500 each _____

Set up charges should be included in the unit price of each item. All charges are to be included in the unit price of each item. Charges not specified in your bid response will not be paid by BPCC if awarded the contract.

Delivery Date Required: March 1, 2010

Questions concerning this solicitation should be emailed to cjohnston@bpcc.edu

Total
Amount _____ (Words)
\$ _____ (Figures)

F.O.B. Destination. The unit price of each item must be inclusive of freight charges order to be considered for award.

The bid price for each item is to be quoted on a “net” basis and F.O.B. BPCC Destination, i.e. title passing upon receipt and inclusive of all delivery charges.

Bids other than F.O.B. BPCC Destination may be rejected.

Bids indicating estimated freight charges may be rejected.

Bidders who do not quote “net” item prices and who separately quote an overall “lump sum” freight cost or discount for all items shall be considered as submitting an “all-or-none” bid for evaluation and award purposes; and risk rejection if award is made on an item basis.

Prices shall be firm for acceptance for a minimum of 30 days, unless otherwise specified.

Bids conditioned with a shorter acceptance period may be rejected.

Prices are to be quoted in the unit/packaging specified (e.g. each, 12/box, etc), or may be rejected.

In the event of extension errors, the unit price bid shall prevail. Unit prices must be shown, or bid will be rejected.

BOSSIER PARISH COMMUNITY COLLEGE

BID RESPONSE FORM

BIDDER'S NAME: _____

TELEPHONE NO. _____ FAX NUMBER: _____

ADDRESS: _____
MAILING CITY STATE ZIP

SCOPE: FURNISH PROMOTIONAL SUPPLIES AS PER BID #40003-10133

I/we do hereby acknowledge receipt of the following addenda (if any):

No. _____ Dated _____ No. _____ Dated _____

Bidder shall include the cost of transportation and handling in the unit price of item offered – F.O.B. Bossier Parish Community College, Bossier City, LA 71111.

If bidding other than the specified make and model, then the bidder should attach illustrations and descriptive literature of the item(s) offered to the bid response form for evaluation purposes.

Whenever brand name specifications or catalogue numbers are used to describe the standard of quality, performance and other characteristics, the use of such specifications shall not restrict unless otherwise specified, the submission of equivalent products.

Signature to the Bid Response Form shall be construed of acceptance of the Invitation to Bid in its entirety.

AUTHORIZED OFFICER: _____
(Signature) (Print or Type Name)

TITLE: _____ DATE: _____

